

इंटरनेट

मानक

Disclosure to Promote the Right To Information

Whereas the Parliament of India has set out to provide a practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, and whereas the attached publication of the Bureau of Indian Standards is of particular interest to the public, particularly disadvantaged communities and those engaged in the pursuit of education and knowledge, the attached public safety standard is made available to promote the timely dissemination of this information in an accurate manner to the public.

“जानने का अधिकार, जीने का अधिकार”

Mazdoor Kisan Shakti Sangathan

“The Right to Information, The Right to Live”

“पुराने को छोड़ नये के तरफ”

Jawaharlal Nehru

“Step Out From the Old to the New”

IS 9400 (1980): Guide for the preparation of bibliographic description sheet for technical reports [MSD 5: Documentation and Information]



“ज्ञान से एक नये भारत का निर्माण”

Satyanarayan Gangaram Pitroda

“Invent a New India Using Knowledge”



“ज्ञान एक ऐसा खजाना है जो कभी चुराया नहीं जा सकता है”

Bhartrhari—Nitiśatakam

“Knowledge is such a treasure which cannot be stolen”

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IS : 9400 - 1980

(Reaffirmed 2003)

Indian Standard

GUIDE FOR THE PREPARATION OF BIBLIOGRAPHIC DESCRIPTION SHEET FOR TECHNICAL REPORTS

UDC 001.811 : 06.055.1 : 025.321



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INDIAN STANDARDS INSTITUTION
MANAK BHAVAN, 9 BAHADUR SHAH ZAFAR MARG
NEW DELHI 110002

Price Rs 5.00

Gr 2

May 1980

Indian Standard

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GUIDE FOR THE PREPARATION OF BIBLIOGRAPHIC DESCRIPTION SHEET FOR TECHNICAL REPORTS

0. FOREWORD

0.1 This Indian Standard was adopted by the Indian Standards Institution on 11 January 1980, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

0.2 Technical reports form a distinctive type of document generated by a large number of institutions and organizations. These reports facilitate rapid communication and exchange of scientific and technical information. In India, the number of institutions and organizations and the number of reports generated by them have been increasing rapidly during the past two decades. It is desirable that appropriate mechanism be developed and utilized for the convenient bibliographic control of these reports.

0.3 The provision of a bibliographic description sheet in the report helps in bibliographic control and facilitates the processing of the document for library and documentation services. It will ensure consistency, uniformity and compatibility in the documentation of the reports. Appendix A gives a proforma for the sheet. The proforma should be completed and bound as the first sheet of the report.

0.3.1 Copies of the completed bibliographic description sheet (for declassified and unclassified reports) may be prepared by the issuing authority and sent to a library, documentation centre or to other agencies to facilitate notification by them as a part of their SDI/alert service.

1. SCOPE

1.1 This standard specifies the data elements and layout for a bibliographic description sheet.

2. DATA ELEMENTS AND LAYOUT

2.1 A bibliographic description sheet containing data elements and its layout are given in Appendix A. Appendix B illustrates a filled-in description sheet.

3. GUIDELINES FOR COMPLETION OF BIBLIOGRAPHIC DESCRIPTION SHEET

3.1 The sheet should be completed, printed and bound as the first sheet after the cover of the report. If there is no cover but only a title page for the report then the completed sheet should be bound as the sheet immediately after the title page.

3.2 Security Classification (01) — The security status should be indicated using an appropriate term, such as Top Secret (TS), Secret (S), Classified (C), Declassified (DC) and Unclassified (UC).

3.3 Distribution (02) — The distribution status should be indicated using an appropriate term, such as General (G), and Restricted (R). 'Restricted' means distribution to named parties and those requesting with a " need " authorization.

3.4 Report Status (03) — The report status should be indicated using an appropriate term, such as New (N), Revision (R), Addition (A), and Correction (C).

3.5 Report Type (05) — The type of the report should be indicated using an appropriate term suitably abbreviated, such as Technical Note (TN), Technical Memorandum (TM), Survey Report (SR), Conference Report (CR), Project Report (PR), Project Evaluation Report (PE), Research Report (RR), and Inspection Report (IR).

3.6 Part No. or Volume No. (07) — Technical reports issued in parts or volumes may be indicated by two-digit numbers. The numerator in the notation denotes that particular part or volume number and the denominator the total number of parts or volumes of the technical reports (for example, 01/04, 02/04, 03/04, 04/04). Reference may be made to IS : 6666-1972*.

3.7 Collation (11) — Mention the total number of pages, illustrations, tables, maps, plates, etc.

3.8 Personal Author(s) (20) — The rendering of name of personal author(s) should conform to the prescription in catalogue codes, such as AACR or CCC. Reference may be made to IS : 796-1966† and IS : 2381-1978‡.

3.9 Affiliation of Author(s) (21) — The full address (including PIN Code) of the institution/organization where the work reported was done should be given.

*Recommendation for frequency notation for periodical publications.

†Glossary of cataloguing terms (first revision).

‡Recommendations for bibliographical references: Essential and complementary elements (first revision).

3.10 Corporate Author (22) — The choice and rendering of the corporate author should conform to prescriptions in cataloguing codes, such as AACR or CCC. The natural form of the name of the corporate body should be preferred. Reference may be made to IS : 796-1966*.

3.11 Originating Unit (23) — Mention the name of the division, centre or unit issuing the report. If the corporate author and the originating unit are the same, mention the name under both headings.

3.12 Sponsor (24) — Mention the name of the sponsor(s) and also indicate the type of sponsor using an appropriate term, such as: Government; Semi-Government; Autonomous Body; Industry; Society; Private Body; Research Institute; and University.

3.13 Date of Submission (30) and Publication/Issue/Date (31) — The date should be mentioned under both headings even if they are the same. If specific date, month and year are available they should be rendered as prescribed in IS : 7900-1976†.

3.14 Publisher/Distributor (40) — The full address (including PIN Code) should be given of the publisher/distributor from whom copies of the report may be obtained.

3.15 Gives Data On (53) — Mention type of data provided (for example, thermo-physical properties of substances, spectroscopic data, socio-economic data, geological survey data). Where relevant, mention also the period covered and/or the geographic area (for example, 1965-1975, North Karnataka).

3.16 Abstract (60) — The abstract should be prepared according to IS : 795-1976‡.

3.17 Keywords/Descriptors (70) — Keywords/descriptors should be selected using an appropriate vocabulary control tool, such as a thesaurus or a glossary.

3.18 Class No. (71) — The Class No. should be prefixed with the abbreviation of the name of the classification scheme used, for example, UDC 535.833.002.72 : 629.132.1.

3.19 Supplementary Elements (99) — This section may include any additional descriptive elements.

*Glossary of cataloguing terms (*first revision*).

†Method for writing calendar dates in all-numeric form.

‡Guide for preparation of abstracts (*first revision*).

APPENDIX A(*Clauses 0.3 and 2.1*)**BIBLIOGRAPHIC DESCRIPTION SHEET FOR
TECHNICAL REPORTS**

01	Security classification:		02	Distribution:	
03	Report status:	04	Series:	05	Report type:
06	Report No.:			07	Part No. or Volume No.:
10	Title and subtitle:			08	Contract No.:
11	Collation:			13	Project No.:
20	Personal author(s):				
21	Affiliation of author(s):				
22	Corporate author(s):				
23	Originating unit:				
24	Sponsor(s): Name:			Type:	
30	Date of submission:			31	Publication/ issue/date:
40	Publisher/Distributor:				
42	Form of distribution : Hard copy _____ Microfilm _____ Microfiche _____				
50	Language of text:	51	Language of summaries:		
52	No. of references:	53	Gives data on:		
60	Abstract:				
70	Keywords/descriptors:				
71	Class No.:				
99	Supplementary elements:				

APPENDIX B

(Clause 2.1)

FILLED-IN BIBLIOGRAPHIC DESCRIPTION SHEET FOR TECHNICAL REPORTS

01	Security classification : Unclassified (UC)			02	Distribution: Restricted (R)
03	Report status: New	04	Series:	05	Report type : TM
06	Report No.: VSSC: TM-4004			07	Part No.: 01/01
10	Title and subtitle: An accurate system for balloon-borne telescope: s y s t e m definition document			08	Contract No. SSTC-CCT- TM-4004
11	Collation: P 15			13	Project No.:
20	Personal author(s):				
21	Affiliation of author(s):				
22	Corporate author(s): Vikram Sarabhai Space Centre (Trivandrum), Space Science and Technology Centre, Control Guidance & Instrumentation Division, Project Study Team				
23	Originating unit : Control Guidance and Instrumentation Division SSTC, VSSC, Trivandrum, India				
24	Sponsor(s) : Name: Tata Institute of Funda- mental Research, Dept of High Altitude Studies, Bombay			Type: Res. inst. auton. body	
30	Date of submission 1975 Dec			31	Publication/ issue/ date: 1975 Dec
40	Publisher/Distributor: Vikram Sarabhai Space Centre, Trivandrum 695022, India				
42	Form of distribution: Hard copy <u> × </u> Microfilm _____ Microfiche _____				

50	Language of text : English	51	Language of summaries : English
52	No. of reference: 5	53	Gives data on:
60	Abstract : System definition for the design and development of an accurate pointing system for a balloon-borne telescope for TIFR. System specifications and requirements. An approach to system configuration, and application of the system for future ISRO Programmes.		
70	Keywords/descriptors : Balloon-borne telescope. Stabilization and control. Scanning.		
71	Class No. : UDC 535 833·002·72 : 629·132·1		
99	Supplementary Elements:		

AMENDMENT NO. 1 MARCH 2007
TO
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(Page 4, clause 3.2) — Insert the following note at the end of the clause:

‘NOTE — Declassification — Information may be given to indicate whether the report can be declassified/downgraded after a lapse of pre-determined time.’

(Page 4, clause 3.9, line 2) — Add the words ‘email (if available)’ after the word ‘Code’.

(Page 5, clause 3.17, line 3) — In the end add the words ‘or the web-enabled free keyword searching’.

(Page 5, clause 3.18, line 3) — Substitute ‘ICS 01.100.01’ for ‘UDC 535.833.002.72:629.132.1’.

(Page 6, Appendix A, row 13) — Substitute the following for the existing row:

42	Form of distribution : Hard copy _____	Soft copy _____
	Microfiche _____	Microfilm _____

(Page 7, Appendix B, row 13) — Substitute the following for the existing row:

42	Form of distribution : Hard copy _____ × _____	Soft copy _____
	Microfiche _____	Microfilm _____